

CEW/MoDA Redeployment Guidelines

9 February 2015

PURPOSE

The purpose of this document is to describe the guidelines to follow by Civilian Expeditionary Workforce (CEW) and Ministry of Defense Advisors (MoDA) program personnel when redeploying from OCONUS to CONUS.

INTRODUCTION

The CEW/MoDA experience allows civilians to use their capabilities, experience, and knowledge as a crucial component of helping the Department of Defense (DoD) accomplish its mission abroad. Individuals interested in applying their skills and experience in a unique environment can volunteer for open positions supporting the US Military in foreign theatres. Deployable civilians are needed to serve as qualified volunteers to fill critical functions in Afghanistan and other locations across the globe. Volunteering to deploy gives you an extraordinary opportunity to exercise your skills and expertise while directly support operations of national interest.

SCOPE

This guide applies to all DoD civilians deployed to Afghanistan through the CEW and MoDA Programs.

PROCEDURES

Leaving Theater

30 DAYS PRIOR TO END DATE OF ORDERS:

(1) Notify your CONUS supervisor of your expected return to work date and coordinate any requested leave with your home station;

(2) Verify your fund citation (block #19 of DD 1610) is for the current fiscal year – if uncertain; contact your home station or order issuing authority to verify;

(3) Ensure your government travel card is active – if uncertain; contact your home station GTC official to verify. You will need your government travel card to purchase airline tickets from Baltimore Washington International Airport (BWI) to Indianapolis International Airport (IND) and to from IND to your final destination. *See Appendix A Redeployment Checklist*

(4) Obtain Letter of Release (LOR): A LOR must be signed by the commander/director in your chain of command who is at the O-6 or GS-15 level or above and submitted to the USFOR-A/J1 Civilian HR Office: USFOR-A-J1-CIVILIAN-HR@afghan.swa.army.mil. The Letter of Release must also be signed by a USFOR-A/J1 Civilian HR Staff member and returned to you. The LOR should clearly state that the traveler is released from Afghanistan on a certain date. The traveler will be allowed to depart theater on-or-after the date provided in the LOR.

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Note that this LOR is the traveler's authorization to leave country through the military gateways.
Appendix B Sample Letter of Release

AIR FORCE CIVILIANS WHO ARE NOT MoDA:

Non MoDA Air Force Civilian Personnel must submit their LOR to the local Air Expeditionary Squadron and will travel through Qatar to their home station. Use this link <http://usfora.afghan.swa.army.mil/sites/j3site/ULN/Pages/AirForce.aspx> to view the Redeployment Guidance for Air Force Civilians. The procedures listed below for traveling through Kuwait and Camp Atterbury do not apply to Air Force personnel, OTHER THAN MoDA personnel.

NON AIR FORCE PERSONNEL AND ALL CEW & MoDA PERSONNEL:

10-30 DAYS PRIOR TO END DATE OF YOUR ORDERS:

(5) Complete your Post Deployment Health Assessment (PDHA)
<https://rc.mods.army.mil/MHA/pdha/DHADeploymentCheck.aspx> on-line at the AKO site.

(1) Obtain a Unit Line Number (ULN)/Travel to schedule your MILAIR flights from Afghanistan to CONUS. A ULN guarantees a travel seat. If a ULN is not established, the traveler's only option will be to travel Space-A (Space Available). Traveling Space-A may present a problem during peak periods of travel where there is a high probability of being superseded – “bumped,” by higher priority traveler categories resulting in missed connecting flights. Peak travel periods can never be anticipated.

(a) Visit the USFOR-A redeployment website at:
<http://usfora.afghan.swa.army.mil/sites/j3site/ULN/default.aspx> to begin the process of establishing a ULN for redeployment. A ULN is not a by name assignment, but rather is based upon the number of seats. For example, ULN TFERXXX can contain 5 seats, i.e., TFER222 (5 PAX). In short, a ULN is not the sole possession of a single individual and often pertains to several passengers. It is imperative to begin the ULN process at least ten (10) days prior to the expected travel date and is recommended 30 days in advance of desired travel. Points of origin (pickup or starting location for travelers) have been reduced to major hubs, i.e., BAF and KAF. The traveler will have several points of origin to choose from, as well as several destinations during the ULN process. The ULN basically reserves or secures government travel from origin-to-destination.

(b) The rotator flight to CONUS leaves from Kuwait International Airport every Tuesday morning, between 0300 – 0400, and arrives at BWI on Tuesday afternoon or evening. Typically, CEW and MoDA personnel will travel to Baltimore-Washington International Airport (BWI). Follow-on travel from BWI is typically secured by the traveler through commercial tickets obtained from the Commercial Ticket Office (CTO).

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(c) NOTE: Freedom Flight travel to Camp Atterbury after 24 January 2015 is no longer be available. Redeployment travel to Camp Atterbury will be through the Rotator to BWI then to Camp Atterbury.

(d) Again be sure to visit the redeployment website and begin your ULN process ten (10) days prior to your planned departure date in order to ensure you have a flight. **To catch the Rotator flight on Tuesday morning, your ULN must be scheduled to leave Bagram or Kandahar on the preceding Friday or earlier.**

(2) After requesting your ULN, non-MODA travelers should book their ticketed travel on commercial air from BWI to IND. If your deployment orders are accessible in the Defense Travel System (DTS) you can book the BWI to IND ticket through DTS. If you are unable to book the BWI to IND ticket through DTS, you can book it through the CTO Office using your Government Travel Card (GTC). Another option is to request that your home station purchase the ticket for you. MODA travelers should coordinate their BWI to IND travel with the MODA Program Office (Marypat Moller). The flight from BWI to IND should be scheduled for Tuesday night, on the same day you depart Kuwait (on a Tuesday) and should be scheduled **1800 or later**. If no flights are available from BWI to IND that night, you will need to stay overnight in Baltimore. See Appendix D Recommended Hotels.

(3) After receiving your ULN and travel schedule, send a copy of all documents to the Camp Atterbury POC at redeployment@mckellarcorporation.com. If you are a MoDA employee, also send a copy to Marypat.moller.ctr@dsc.mil

Arriving in Kuwait (Friday)

Be sure to attend all required show times and pre-flight briefings at every juncture of travel, especially required briefings conducted at Ali Al Salem prior to departure to BWI.

If you miss your scheduled flight from your Theatre location to Ali Al Salem, immediately return to the respective passenger terminal location and sign-up for Space-A. Signing for Space-A is good for ten days and in some cases, there are secondary flights departing several hours later. Contact your travel coordinator (e.g. PM, administration travel coordinator, section representative) and inform them of the missed flight. In some instances they may be able to coordinate with USFOR-A redeployers to determine if there are any open (unfilled) ULNs. The issuance of a new ULN will usually involve establishing a travel request for the next rotation cycle (the following week).

If your travel from BWI to IND needs to be rescheduled because of delays prior to arrival in Kuwait, the CTO office in Kuwait can assist.

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Arriving at BWI (Tuesday)

When you arrive at BWI, process through customs, collect your baggage as instructed. Civilians who are transporting a weapon should review the instructions below.

Arriving at Indianapolis (Tuesday night)

If you provided your travel schedule and flight numbers to Camp Atterbury at the time your trip from BWI to IND was booked, someone should be at the Indianapolis International Airport to pick you up. If not, call Camp Atterbury POC and arrange for pick-up: *Jason Peach*, 812-344-1076. Staging is located by baggage claim.

When you arrive at Camp Atterbury you will be issued a room for the evening. All of your turn in gear will be staged in building 353 and weapons will be stored in the weapons storage vault until the next morning.

Out-processing at Camp Atterbury (Wednesday)

Wednesday: At the designated time, please clear your room and turn in your room key to the redeployment LNO. Travel arrangement to your home will be made later this day. If you are unable to get a flight that evening, a new room will be provided for the night.

Medical - All CEW& MoDA personnel will be taken to the medical processing station and your Medical LNO will usher you through the process. If you have not completed your Post Deployment Health Assessment (PDHA) within the last 30 days you will be asked to complete it at this time. All CEW/MoDA personnel are required to clear medical at Camp Atterbury and are not eligible for medical waivers.

CIF - All issued gear will be collected at this time. If any gear is missing you will be issued a statement of charges. You have 30 days in order to buy a money order and mail it to the address you will be provided or locate the missing items. If you are not missing any gear, you will be provided with a cleared hand receipt.

Travel Home – By Wednesday afternoon, you should be able to complete your travel home. Earlier in the day, the Camp Atterbury staff will assist with scheduling this final leg of your trip. Options for airline ticket purchase are DTS, GTC or home station.

Redeploying with Weapons

Contact Camp Atterbury at least five (5) days prior to arriving if you are returning with a weapon. Weapons must be accounted for at the completion of every baggage check. Only GOV transportation is allowed if you are transporting a weapon. Rental cars, POVs, and taxis are not

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authorized modes of transportation. The Redeployment LNO will pick you up at the Indianapolis airport.

Weapons must remain in same “lock box” provided prior to deployment travel. When at BWI, standard weapons carrying procedures, as directed by the airline, must be followed. Typically, that means notifying the travel agent that you are carrying a locked weapon. DoD requirements for traveling with weapons must be adhered to at all times.

When you arrive at BWI, process through customs and collect your baggage as instructed. Inform the check in agent for your next flight, you have a weapon; TSA will open the lock, inspect the weapon, and then allow the check in agent to check your baggage through to IND.

If travel delays occur, weapons must be in the individual’s possession at all times. If a person must leave his/her weapon, it must be stored IAW AR 190-11, DTR 4500.9-R, and all applicable state and federal laws.

When you arrive at IND, contact Jason Peacher by phone, text, or email, 812-344-1076 or redeployment@mckellarcorporation.com and include your name, CEW or MoDA, if you have a weapon, and GS level. Camp Atterbury POC will coordinate pick-up of individuals carrying weapons from IND during non-duty hours.

ARRIVING AT HOME STATION:

After arrival at your home station, be sure to submit an updated SF 1190 and Addendum to the appropriate personnel POC to terminate your Danger Pay and Post Differential. The Remarks of the SF1190 should be annotated to show the date you left Afghanistan. The SF1190 Addendum should be annotated to show the time and date you left Afghanistan and the time and date you left Kuwait.

TRAVEL COMP TIME:

Time spent in a travel status during redeployment may be counted as Travel Comp hours earned.

For more information, please review the fact sheet at the following link:

<http://usfora.afghan.swa.army.mil/sites/J1/DoDCiv/Shared%20Documents/Forms/Timekeeping.aspx>

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APPENDIX A – Redeployment Checklist

REDEPLOYMENT CHECKLIST		
<input type="checkbox"/>	Verify Government Travel Card Active	
<input type="checkbox"/>	Verify Fund Citation Correct on Travel Orders	
<input type="checkbox"/>	Contact CONUS Supervisor	
<input type="checkbox"/>	If MoDA, contact MoDA Program Office www.MoDAProgramInfo@dscamail	
<input type="checkbox"/>	Letter of Release Signed by O-6 or GS-15	
<input type="checkbox"/>	Letter of Release Signed by USFOR-A/J1Civ HR	
<input type="checkbox"/>	Mail Personal Items to your home (personal expense)	
<input type="checkbox"/>	Obtain ULN	
<input type="checkbox"/>	Book Flight from BWI to IND through DTS, CTO, or MoDA Program Ofc	
<input type="checkbox"/>	Clear Housing	
<input type="checkbox"/>	Turn in Any Badges Issued at OCONUS Location	
<input type="checkbox"/>	Complete any other items on unit out-processing checklist	

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APPENDIX B – Sample Letter of Release

OFFICE LETTER HEAD

Office Symbol

DATE

MEMORANDUM FOR RECORD

SUBJECT: Letter of Release from the Combined Joint Operations Area - Afghanistan (CJOA-A)

1. I approve the release of the following individual from U.S. Forces - Afghanistan (USFOR-A) effective *(date)*:

- a. Employee Name:
- b. Employee Grade:
- c. Employee SSN (last four):
- d. Gender:
- e. JMD/Position Number:
- f. End Date of TDY Orders:
- g. Home Agency:
- h. Departure Date from Work Location: *(should be 10-14 days before end date of TDY orders)*
- i. Date of Rotator Flight from Kuwait to BWI:
(Rotator flight to CONUS leaves from Kuwait International Airport every Tuesday morning, between 0300 – 0400, and arrives at BWI on Tuesday afternoon or later; travel from BAF to Kuwait should be NLT the preceding Friday)
- j. Re-Deployment Site (Camp Atterbury):
- k. Home Station Supervisor Name:
- l. Home Station Supervisor Email Address:
- m. Reason for Release:

2. *(He / She / They)* is aware that prohibited items may not be transported, to include non-issued weapons, war trophies, alcohol, pornography, animals, insects, soil, and plant life.

3. *(He / She / They)* will not return to Afghanistan.

4. Please contact the POC: XXXXXX at DSN 318-XXX-XXXX if you have any questions.

O-6 OR GS-15
SIGNATURE

REVIEWED BY:

USFOR-A/J1 Civilian HR _____ / _____
Signature *Date*

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APPENDIX C – Frequently Asked Questions

Q1. How long is the flight from Kuwait International Airport (KIA) to BWI?

A1. Flight time from KIA to BWI is approximately 14 hours

Q2. Is there a layover between KIA and BWI?

A2. Most flights from KIA to BWI have a layover in Germany or Ireland

Q3. How long is the layover?

A3. Layover times vary between 1-4 hours

Q4. Can I turn in my CRC issued equipment at my OCONUS/CONUS location?

A4. IAW USFOR-A FRAGO 13-225, contractors and civilians will turn-in Organizational Clothing and Individual Equipment (OCIE) at their CONUS Replacement Center (CRC) or CIF of origin. Turn-ins at the Bagram CIF are only allowed if there are extenuating circumstances (such as medical inability to carry gear). Exceptions to Policy requests must be signed by an O-6/GS-15 commander/director and submitted to the CIF for approval. All requests for turn-in at Bagram must be submitted to the USFOR-A J4 for review and decision.

Q5. Do I have to return to Camp Atterbury to complete Post Deployment Health Assessment (PDHA)?

A5. You can complete your PDHA on line up to 30 days in advance of redeployment at: <https://rc.mods.army.mil/MHA/pdha/DHADeploymentCheck.aspx> . You must still out-process through medical at Camp Atterbury. If you have any follow-on issues that need further examination, you may complete those at your home station. Any such issues would be coordinated through the Camp Atterbury medical staff.

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APPENDIX D – Hotels Near Baltimore International Airport (BWI)

**Recommended Hotel near Baltimore/Washington Airport (BWI)
both have free breakfast and shuttle to/from the airport**

Information is provided if overnight stay at Baltimore is required (not authorized if immediate travel is available from BWI to IND and also not authorized if traveling with a weapon)

Holiday Inn Express (BWI) 888 253-1628



Hampton Inn (BWI 1-410-850-0600)



Baltimore/Washington International

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Appendix E - Additional Resources and Information:

Redeployment POCs:

USFOR-A: Ms. Dianne Hibbs/Patricia Robey, USFOR-A J1 Chief, CIV HR (318)481-3072

USFOR-A-J1-CIVILIAN-HR@AFGHAN.SWA.ARMY.MIL

Kuwait AMC Rep Bldg 1105: Dawn Johnson, DSN 318 430-2684/430-2683, dawn.gregory-johnson.civ@mail.mil

Camp Atterbury: Jason Peacher, 812-344-1076 or Wendy Wood 317-605-5299 at redeployment@mckellarcorporation.com. Contact Mr. Peacher or Mrs. Wood with your arrival date/time in Indianapolis International Airport.

MoDA: Marypat Moller, 703-607-5219 marypat.moller.ctr@dscs.mil

Air Force Civilian Redeployment POCs:

966th Air Expeditionary Squadron, Bagram Air Base, Afghanistan, LTC Thomas S. Shields, USAF Commander, 966aes.olbaf@BGAB.AFCENT.AF.MIL DSN: 318-447-6842

Air Force Personnel LNO: 318-447-6132

Contact Numbers:

CWT/SATO Number: Toll Free 866 661-5844 (Normal duty hours), 866 576-4635 (24 hr. emergency)

Indianapolis: On Camp Atterbury Taxi Svc: Super Yellow Cab (317)736-8000; (317)738-9000

(317)738-4222; Cell-(317)331-1967 ask for Ken

MoDA travel can be arranged by calling Carlson Travel Office: 800-960-7286. You are under Defense Security Cooperation Agency (DSCA).